



City of Woodburn
Community Development Department
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Woodburn, OR 97071
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OFFICE USE ONLY File Number(s): DR _____
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Application Packet for a Type I Design Review

Visit the City of Woodburn [Planning webpage](#) for the most current forms and applications.

General Information:

The purpose of this review is to ensure all residential and non-residential buildings comply with the standards found in the [Woodburn Development Ordinance](#) (WDO). Type I Design Review is required for the following:

1. Residential Buildings
 - a. Single-family dwellings, manufactured dwellings, or duplexes in the RS, R1S and RM zones, except where subject to an architectural design review process approved through a Planned Unit Development (PUD).
 - b. Exterior alterations to single family, manufactured dwellings, duplexes and multi-family dwellings in the RS, R1S and RM zones, except where subject to an architectural design review process approved through a PUD; or when the subject dwelling has a prior Type I design review approval and the alteration is subject to building permit approval.
 - c. Multi-family dwellings that comply with all standards found in the Land Use and Specified Use, and Development Guidelines and Standards (Sections 2 and 3) of the WDO.
2. Non-Residential Buildings
 - a. New buildings 500 square feet or less in commercial zones or 1,000 square feet or less in industrial zones.
 - b. Sites with existing buildings, expansions or new buildings that increase lot coverage by 10% or less.
 - c. Change in use that increases required parking by 10% or less.
 - d. Façade changes or structural changes requiring a building permit.
 - e. Establishment of a use in a building vacant for 6 months or more.

Fee: Fees are required for an application to be accepted.

See the [planning fee schedule](#) online.

Required Submittals:

- Electronic versions of all application materials, which can be sent via zip folder in email or saved on a flash drive.

- A [pre-application](#) conference is required prior to design review application submittal.
- [Uniform Application](#) – one completed copy. In the case of multiple applications, only one Uniform Application form need be submitted. (See Planning website for application)
- Site plan to scale showing existing and/or proposed buildings and uses relative to property lines, access/driveways, parking and loading areas, landscaped areas and any impacted natural features such as floodplains, wetlands, or trees greater than 12” in diameter. Two printed copies and one digital copy.
- Utility plan to scale showing existing or proposed water, sanitary sewer, storm and/or hydrant locations. Two printed copies and one digital copy (letter, ledger, or 24”x36” plan sizes are acceptable).
- Architectural drawings to scale, if needed for the proposal. Examples: elevations, isometric or perspective views, or color renderings. Two printed copies and one digital copy (letter, ledger, or 24”x36” plan sizes are acceptable).
- Photometric plan if additions or changes to parking and loading or building entrance lighting are proposed. Two printed copies and one digital copy (letter, ledger, or 24”x36” plan sizes are acceptable).
- Landscape plan if additions or changes to landscaping are proposed. Two printed copies and one digital copy (letter, ledger, or 24”x36” plan sizes are acceptable).
- Fire access plan illustrating the following items: fire apparatus access and lane routes, lane widths, lane inside and outside turning radii per Oregon Fire Code (OFC) Appendix D, a fire suppression water line, hydrants, and streetside and off-street public utility easements (PUEs) for the fire suppression water line and hydrants, and any fire department connections (FDCs). Supplementary documentation of water flow measurements for nearby hydrants in order to determine if water supply is adequate. Evidence indicating the proposal has an adequate number of hydrants, whether through existing conditions or the installation of additional hydrants.

Prior to deeming an application complete, the Director may request additional information.